Expense Report

Report Name: Mileage: April 2019

User Name: Smatresk, Neal J.

User ID: 11012038

Report Header

Policy: Travel Policy

Business Purpose: Various meetings throughout

the month.

Report Id: 7F0E7AE01418427ABCCC

Report Date: 06/13/2019
Approval Status: Approved
Currency: US, Dollar

*Department: Office of the President

(100000)

*Project : NONE (NONE)

*Fund Cat: Designated Operating-

Managed (200)

*Fund: Designated Tuition (830001)
*Function: Institutional Support (550)

*Program : NONE (NONE)
*Purpose : NONE (NONE)

*Site: NONE (NONE)

*PC Business Unit : NONE (NONE)

*Activity: NONE (NONE)

*Report/Trip Purpose : Meeting (Meeting)

*Final Report?: Yes (Y)

*Does this trip contain personal travel? : No (N)

Personal Car Mileage

Transaction Date	Expense Type	Business Purpose	Vendor	City of Purchase	Payment Type	Amount
04/29/2019	Personal Car Mileage	Multiple meetings (project mtg in Dallas & 2 mtgs in Frisco)			Out of Pocket	\$44.66

04/24/2019	Personal Car Mileage	Return from DFW legislative meetings in Austin, TX	Out of Pocket	\$18.56
04/23/2019	Personal Car Mileage	To airport for legislative meetings in Austin, TX	Out of Pocket	\$17.40
04/22/2019	Personal Car Mileage	Attend PGA event to represent UNT	Out of Pocket	\$37.70
04/15/2019	Personal Car Mileage	Return from DFW after Fuzhou China trip	Out of Pocket	\$18.56
04/08/2019	Personal Car Mileage	To airport for meetings in Fuzhou China	Out of Pocket	\$17.40
04/05/2019	Personal Car Mileage	Return from DFW after alumni/donor events in Houston	Out of Pocket	\$18.56
04/04/2019	Personal Car Mileage	To airport for alumni/donor events in Houston	Out of Pocket	\$17.40
04/01/2019	Personal Car Mileage	UNT System Compliance Officer Retreat	Out of Pocket	\$46.98

Report Total: \$237.22
Personal Expenses: \$0.00
Total Amount Claimed: \$237.22

Amount Approved : \$237.22

University Disbursements

Amount Due User: \$237.22

Amount Due University Card: \$0.00

Total Paid By University: \$237.22

User Disbursements

Amount Due University: \$0.00

Amount Due University Card From User: \$0.00

Total Paid By User: \$0.00

Expense Report

Report Name: Mileage/Meals: June 2019

User Name: Smatresk, Neal J.
User ID: 11012038

Report Header

Policy: Travel Policy

Business Purpose: Mileage to attend various meetings

throughout the month.

Report Id: D8D38142621E453E98F2

Report Date: 06/01/2019

Approval Status: Not Submitted

Currency: US, Dollar

*Department: Office of the President (100000)

*Project: NONE (NONE)

*Fund Cat: Designated Operating-Managed (200)

*Fund: Designated Tuition (830001)
*Function: Institutional Support (550)

*Program : NONE (NONE)

*Purpose : NONE (NONE)

*Site : NONE (NONE)

*PC Business Unit : NONE (NONE)

*Activity: NONE (NONE)
*Report/Trip Purpose: Meeting (Meeting)

*Final Report? : Yes (Y)

*Does this trip contain personal travel? : No (N)

Personal Car Mileage

Expense Type	Business Purpose	Vendor	City of Purchase	Payment Type	Amount
Personal Car Mileage	Cabinet Retreat			Out of Pocket	\$62.06
Personal Car Mileage	Cabinet Retreat			Out of Pocket	\$62.06
Personal Car Mileage	Frisco City Council Update			Out of Pocket	\$41.18
Personal Car Mileage	Joe Greene Fundraiser			Out of Pocket	\$46.98
	Personal Car Mileage Personal Car Mileage Personal Car Mileage	Personal Car Mileage Cabinet Retreat Personal Car Mileage Cabinet Retreat Personal Car Mileage Frisco City Council Update	Personal Car Mileage Cabinet Retreat Personal Car Mileage Cabinet Retreat Personal Car Mileage Frisco City Council Update	Personal Car Mileage Cabinet Retreat Personal Car Mileage Cabinet Retreat Personal Car Mileage Frisco City Council Update	Personal Car Mileage Cabinet Retreat Out of Pocket Personal Car Mileage Cabinet Retreat Out of Pocket Personal Car Mileage Frisco City Council Update Out of Pocket

Report Total: \$212.28
Personal Expenses: \$0.00

https://www.concursolutions.com/Expense/Client/print_cpr.asp?type=1038&opt=PAR_REG&dtl=CHC_EXP_CHC_ITM&ptCode=DETL&explod...

Total Amount Claimed : \$212.28
Amount Approved : \$212.28

University Disbursements

Amount Due User: \$212.28

Amount Due University Card: \$0.00

Total Paid By University: \$212.28

User Disbursements

Amount Due University: \$0.00

Amount Due University Card From User: \$0.00

Total Paid By User: \$0.00

Expense Report

Report Name: Mileage: March 2019

User Name: Smatresk, Neal J.

User ID: 11012038

Report Header

Policy: Travel Policy

Business Purpose: Various meetings throughout

the month

Report Id: E75CC762638741DCBFDD

Report Date: 06/13/2019
Approval Status: Approved
Currency: US, Dollar

*Department: Office of the President

(100000)

*Project : NONE (NONE)

*Fund Cat: Designated Operating-

Managed (200)

*Fund: Designated Tuition (830001)
*Function: Institutional Support (550)

*Program : NONE (NONE)
*Purpose : NONE (NONE)

*Site: NONE (NONE)

*PC Business Unit : NONE (NONE)

*Activity: NONE (NONE)

*Report/Trip Purpose : Meeting (Meeting)

*Final Report?: Yes (Y)

*Does this trip contain personal travel? : No (N)

Personal Car Mileage

Transaction Date	Expense Type	Business Purpose	Vendor	City of Purchase	Payment Type	Amount
03/18/2019	Personal Car Mileage	Attend UNT's UCSEC conference welcome event			Out of Pocket	\$19.72

\$37.70
\$37.70
\$37.70
\$34.80
\$40.02
\$42.92
\$42.92

Report Total: \$293.48
Personal Expenses: \$0.00
Total Amount Claimed: \$293.48
Amount Approved: \$293.48

University Disbursements

Amount Due User: \$293.48

Amount Due University Card: \$0.00

Total Paid By University: \$293.48

User Disbursements

Amount Due University: \$0.00
Amount Due University Card From User: \$0.00

Total Paid By User: \$0.00

			Business	Unit				UNT TRAVEL	OFFICE - untsys	tem.edu	travel 940	-369-55	00	
		O	UNT System (SY	769)				Email this for	m to travelvoud	chers@u	ntsystem.e	du		
UNT	SYS	STEM &	UNT Health Scien	nce Center (I	HS763)			✓ In	dividual Travel		Team	Travel(Ros	ster)	
	OIC	(e)	UNT Denton (NT	752)		Prepared By:	Krista Watts			Date:	6/18/2018			
		0	UNT Dallas (DL7	73)		Phone #	940-565-3624	4		Payment	Routing:	EFT	~	
Traveler Name	Γ		Neal Smatres	k			Trip Dates:					Destination		
Street Address	ı					Start:	04/01/18	End: 04	/30/18		Various	in Tex	as	
City / State / Zip	ı		-				Purpose of Travel & Mileage Record							
EmplID	ı	· · · · · · · · · · · · · · · · · · ·	11012038 / njs0	088		*P	*Please provide a to and from location when claiming mileage. Odometer readings are allowed as v							
Title	Ì		President			Date			Outies Performed				Mileage	
Headquarters	Ì	UNT	Denton - Hurley	Admin 201		04/17/18	From campus	to Frisco for meetings	, then to home afte	rards		- Internation	63.4	
14				OUNT DETA	IL SHEET	04/25/18		Dallas to another loca			en to home		80.4	
Items	to be	expensed	1	2	3	04/25/18		at UNT System office						
Airfare														
Rental Car														
Ground Transport	ation													
Mileage	143.80	miles @ \$ 0.545	\$78.37											
Meals			\$0.00			Cont Pg Miles	0.00	Mileage Total:			143.80			
Lodging			\$0.00			Date	(s)	Mea	ils		Lodging		Lodging Tax	
Lodging Tax			\$0.00											
Parking		4	\$6.00	√										
Registration Fee														
Telephone/Interne	et Charge	e												
Other:														
Other:														
Travel Expens	es		\$84.37	\$0.00	\$0.00									
Less Advance R	eceived					Sub-totals		0.0	0		0.00		0.00	
LIMIT: Reduce to	otal by th	nis amount:				Continuation s	heet	0.0	0		0.00		0.00	
Total Reimburg	sement	Due Traveler	\$84.37	\$0.00	\$0.00	Totals		0.0			0.00		0.00	
				I certify th	at the inforr	nation provided	on this docu	ment is true and corr	ect.					
Traveler print na	me:		Neal Sm	atresk		Account/ Fund	holder print	name:		F	Ruby Raines			
Signature:	NE	38		Date 6	13/18	Signature:	K	Zerly Rac	nes	7-1	13-18		Date	
Supervisor print	pame:	1	Lesa		1	Additional app	roval:	0						
						1								
Signature: Date 7/12											Date			
Account/ Fund h	older pr	rint name:	same as	traveler		Additional approval:								
Signature: Date						Signature:						Date		

Account Detail Sheet

links:

Information on the new Chart of Accounts

Traveler name: Neal Smatresk

Crosswalk available on COA website

TRAVEL VOUCHER COLUMN	Expense item	GL Unit*	Organization Department* 6 digits	Fund Cat*	Fund* 6 digits	Function* 3 digits	PC Bus Unit** 5 characters	Project** 6 or 7 characters	Activity** 3 digits	Program 4 digits	Purpose 5 digits	Site
1	ALL	NT752	100000	200	830001	550						

^{*}Required account information

NOTES:

^{**}Also required if a ProjID

2000 ELM STREET DALLAS TEXAS 75201

04/25/18 11:19 L# 1 A# 2 Txn#358545 04/25/18 08:46 In 04/25/18 11:19 Out

DAILY RATE \$ 12.00
Total Fee \$ 12.00
STUDENT \$ 6.00CASH PAID \$ 6.00Cash Tender \$ 6.00
Change Due \$ 0.00

Parking for meetings at Urt System office on 4-25-18

UNT TRAVEL OFFICE - untsystem.edu/travel 940-369-5500 **Business Unit** Email this form to travelvouchers@untsystem.edu O UNT System (SY769) UNT SYSTEM O UNT Health Science Center (HS763) ✓ Individual Travel Team Travel(Roster) UNT Denton (NT752) Krista Watts Date: 7/11/2018 Prepared By: UNT Dallas (DL773) Phone # 940-565-3624 Payment Routing: EFT Trip Dates: Destination Traveler Name **Neal Smatresk** Start: 06/01/18 End: 06/30/18 Various in Texas Street Address Purpose of Travel & Mileage Record City / State / Zip **EmpliD** 11012038 / njs0088 *Please provide a to and from location when claiming mileage. Odometer readings are allowed as well. **Duties Performed** Date Mileage Title President 06/03/18 From home to DFW for CUSA meetings and networking event Headquarters UNT Denton - Hurley Admin 201 23.5 USE ACCOUNT DETAIL SHEET 06/04/18 From DFW to home after CUSA meetings 30.2 Items to be expensed 06/10/18 From home to DFW for New Orleans/SanAntonio. Parking fee of \$2 for airport 29.2 Airfare 06/18/18 From home to Plano for meeting concerning Collin County, then to campus 71.8 06/25/18 From home to Rough Creek Lodge for President's Cabinet Retreat Rental Car 107 06/26/18 Ground Transportation From Rough Creek Lodge to home after President's Cabinet Retreat 106 From campus to Frisco for Workforce Solutions meeting event, then home 433,40 miles @ \$ 0.545 06/29/18 Mileage \$236.20 65.7 Meals \$0.00 Cont Pg Miles 0.00 Mileage Total: 433.40 \$0.00 Date (s) Meals Lodging Lodging Lodging Tax \$0.00 Lodging Tax \$2.00 Parking Registration Fee Telephone/Internet Charge Other: Other: \$238.20 \$0.00 \$0.00 Travel Expenses Sub-totals 0.00 0.00 Less Advance Received 0.00 Continuation sheet 0.00 LIMIT: Reduce total by this amount: 0.00 0.00 0.00 \$238.20 \$0.00 \$0.00 Totals 0.00 0.00 Total Reimbursement Due Traveler I certify that the information provided on this document is true and correct. Neal Smatresk Account/ Fund holder print name: Ruby Raines Traveler print name: Signature: Signature: Date · Lesa Roe Additional approval: Supervisor print name Signature: Date Signature:

Additional approval:

Signature:

same as traveler

Date

Account/ Fund holder print name:

Signature:

Date

Account Detail Sheet

links:

Information on the new Chart of Accounts

Traveler name: Neal Smatresk

Crosswalk available on COA website

TRAVEL			Organization		obolito .							
VOUCHER	Expense item	GL Unit*	Organization Department*	Fund Cat*	Fund*	Function*	PC Bus Unit**	Project**	Activity**	Program	Purpose	Site
COLUMN			6 digits	3 digits	6 digits	3 digits	5 characters	6 or 7 characters	3 digits	4 digits	5 digits	
1	ALL	NT752	100000	200	830001	550						

^{*}Required account information

NOTES:

Additional travel expenses related to conferences in New Orleans and San Antonio will be submitted on a separate voucher.

^{**}Also required if a ProjID

Business Unit UNT TRAVEL OFFICE - untsystem.edu/travel 940-369-5500 O UNT System (SY769) Email this form to travelvouchers@untsystem.edu UNT SYSTEM O UNT Health Science Center (HS763) ✓ Individual Travel Team Travel(Roster) (INT Denton (NT752) Krista Watts Date: Prepared By: 6/18/2018 O UNT Dallas (DL773) Phone # 940-565-3624 Payment Routing: EFT Trip Dates: Destination **Neal Smatresk Travelor Name** Various in Texas Start: 05/01/18 End: 05/31/18 Street Address Purpose of Travel & Mileage Record City / State / Zip 11012038 / njs0088 *Please provide a to and from location when claiming mileage. Odometer readings are allowed as well. **EmplID** Date **Duties Performed** Mileage President Title 05/01/18 From campus to Frisco for meetings, then to home UNT Denton - Hurley Admin 201 Headquarters 63.4 05/08/18 From campus to Frisco for meetings and ceremony, then to home USE ACCOUNT DETAIL SHEET 63.3 Items to be expensed From campus to Frisco for NetDragon meetings, the to home 05/15/18 63.4 05/17/18 From home to Dallas for BoR meetings Airfare 39.3 05/18/18 From Dallas to home after BoR meetings 40.8 Rental Car From home to DFW for meeting in Austin, then return home on same day **Ground Transportation** 05/21/18 53.9 From campus to Lewisville for recognition event, then to home Mileage 383.20 miles @ \$ 0.545 \$208.84 05/24/18 32.8 \$0.00 Cont Pg Miles 26.30 Mileage Total: 383.20 Meals \$0.00 Date (s) Meals Lodging Lodging Tax Lodging \$0.00 odging Tax \$12,00 Parking Registration Fee Telephone/Internet Charge Other: Other: \$220.84 \$0.00 \$0.00 Travel Expenses Sub-totals 0.00 0.00 0.00 Less Advance Received Continuation sheet 0.00 LIMIT: Reduce total by this amount: 0.00 0.00 \$220.84 \$0.00 \$0.00 0.00 0.00 Totals 0.00 Total Reimbursement Due Traveler I certify that the information provided on this document is true and correct. Neal Smatresk Account/ Fund holder print name: **Ruby Raines** Traveler print name: Ruly Raines Date 6/19 Signature: Signature: Additional approval: Lesa Roe Supervisor print name: Signature: Date Signature: same as traveler Additional approval: Account Fund holder print name: Date Signature: Date Signature:

Neal Smatresk

Date(s)	Actual Meals	Lodging	Lodging Tax
Subtotals:	\$0.00	\$0.00	\$0.00

Date	Record of Transportation & Duties Performed	Mileage
05/26/18	From home to DFW for trip to Chile (return via lyft)	26.3000
05/17/18	Parking for System Meetings = \$6	
05/18/18	Parking for System Meetings = \$6	
		26.3000

Account Detail Sheet

links:

Information on the new Chart of Accounts

Traveler name: Neal Smatresk

Crosswalk available on COA website

TRAVEL VOUCHER COLUMN	Expense item	GL Unit*	Organization Department* 6 digits	Fund Cat* 3 digits	Fund*	Function*	PC Bus Unit** 5 characters	Project** 6 or 7 characters	Activity** 3 digits	Program 4 digits	Purpose 5 digits	Site
1	ALL	NT752	100000	200	830001	550						
-											 	
			-									
	sunt information **Also requi	rad if a DrailD										

^{*}Required account information

NOTES:

^{**}Also required if a ProjID

2000 ELM STEET DALLAS TEXAS 75201

05/17/18 15:49 L# 1 A# 6 Txn#264136 05/17/18 08:25 In 05/17/18 15:49 Out DAILY RATE \$ 12.00 Total Fee \$ 12.00 STUDENT \$ 6.00-CASH PAID \$ 6.00-Cash Tender \$ 6.00 Change Due \$ 0.00 2000 ELM STEET DALLAS TEXAS 75201

05/18/18 10:16 L# 1 A# 6 Txn#264438 05/18/18 08:29 In 05/18/18 10:16 Out DAILY RATE \$ 12.00 Total Fee \$ 12.00 STUDENT \$ 6.00-CASH PAID \$ 6.00-Cash Tender \$ 6.00 Change Due \$ 0.00

Parking for Board of Regents meetings between 5/17-5/18

UNTISYSTEM

TRAVEL & EXPENSE VOUCHER
UNT TRAVEL OFFICE - UNTSYSTEM.EDU/TRAVEL | 940-369-5500
EMAIL THIS FORM TO TRAVELVOUCHERS@UNTSYSTEM.EDU
PREAPARED BY: Krista Watta | DATE: 3/2

3/21/2019

						DUONE NIII	BER: 940-565-36	24		PAYMENT R	ol ser	Ψ.		
NAME			Neal Smatresk			FROME NOM		DATES		-ATRICIAL K	DESTIN			
STREET ADDRESS						START:	01/01/		and the same of th		Vari			
CITY/STATE/ZIP		DÓ NO	T USE HQ AD	DRESS					RANSPORTATION	DUTIES F				
EMPL/STUDENT ID			11012038			1			POINT TO POINT A					
TITLE						Date			Dutles Perform				Mileage	
HEADQUARTERS						01/08/19 Fr	om campus to Fort	Worth for m	eeting, then to home				49.8	
ITEMS TO	DE EVDE	NGED	USE	ALLOCATION T	TABLE	01/09/19 Fr								
1545 M 0	DE EXPE	MOED	1	2	3	01/11/19 Fr	From DFW to home upon return from trip to California							
AIRFARE									eeting, then to campus		- R-AR		76.4	
RENTAL CAR						01/23/19 Fro	om home to DFW t	or CUSA me	ettings in Florida				20.7	
GROUND TRANSPORTA	3.4.10.00.00.00			,		* Committee of the comm	om DFW to home	***	A CONTRACTOR OF THE PROPERTY.				28.9	
	MILES@\$	0.580	\$168.67	J				as for System	n meetings, then Frisco for				99.9	
MEALS \$0.00						CONTINUATI			0.00	MILEAGE TO	100		325.30	
LODGING			\$0.00				Date (s)		Meals		odging	Lod	ging Tax	
LODGING TAX			\$0.00											
PARKING														
REGISTRATION FEE														
TELEPHONEANTERNET	CHARGE													
OTHER:										_		_		
TOTAL TRAVEL EXP	CNCEC		\$188.67	\$0.00	\$0.00									
LESS ADVANCE RECEN			3 100.07	\$0.00	\$0.00	SUB-TOTALS		-+	0.00		0.00		0.00	
LIMIT: REDUCE TOTAL		UNT				CONTINUATI			0.00		0.00	_	0.00	
TOTAL REIMBURSEN			\$188.67	\$0.00	\$0.00	CONTROL CONTRO			0.00		0.00		0.00	
TO THE TREE STATE OF THE PARTY	COLUMN		Dept*	Fund Cat*	Fund*	2002000000000000000	on" PC Bus l	Init**	Project**	Activity**	Program	Purpose	Site	
	0020	5	50	**************************************		6		~**	6 OR 7			•		
ALLOCATION -		CHARACTERS	e DIGITS	3 DIGITS	6 DIGITS	3 DIGI	TS CHARACT	ERS	CHARACTERS	3 DIGITS	4 DIGITS	5 DIGITS	4 DIGITS	
ENTER VALID AND	1	NT752	100000	200	830001	550								
COMPLETE CHART STRINGS	2													
CHART STRINGS	3													
				_*REQU	RED ACCO			ALSO R	EQUIRED IF A PRO	JID				
生物混合的 医自己	P/2/W/1/2014	Sz. 1 - 120, 1797/8		是自在上海全年50%	REQ	URED SIG	NATURES:	FIG. 14 5 1	March Carletter (1942) And Carlet	tier, Kerry	1 124 1 1	(本文/世界)(文)	20 M P. J. V	
			I CERTI	FY THAT THE I	NFORMATION	PROVIDED O	N THIS DOCUME	NT IS TRUE	AND CORRECT.					
TRAVELER PRINT NAME	NE D		Neal	Smatresk		ACCOUN	NT HOLDER PRIN	T NAME:	<u></u>					
	(DX								Q 1 —1					
SIGNATURE:	NO	•		DATE	3/22/19	SIGNATI	JRE:					DATE		
SUPERVISOR PRINT NA	ME:		Les	a Roe		ADDITIO	NAL.							
	10	1 .		,	1.16									
SIGNATURE:	0/15	عيالو		DATE	4-1-19	SIGNATI	JRE:					DATE		
ACCOUNT HOLDER PRI	NT NAME:		Rub	Raines		ADDITIO	NAL APPROVAL							
SIGNATURE:	Rul	Ruly Raines DATE 4/3/1					9 SIGNATURE: DATE							
		70000										DEVICED	04/47/204	